

SELF-SERVICE CENTER
PROCEDURE: HOW TO SERVE THE COURT PAPERS BY
PUBLICATION

STEP 1: PUBLISH THE COURT PAPERS. Use the attached letter to tell the newspaper what you need.

1. IF YOU ARE PAYING THE COSTS TO PUBLISH, USE ANY PAPER OF GENERAL CIRCULATION
OR,
2. CONTACT THE RECORD REPORTER. Call 484-4800 to find out the amount the money order needs to be made out for. Ask the Clerk of the Court where to find the DROP BOX, then drop a copy of the attached letter, the documents you filed with the Clerk, and a money order attached in the drop box.
OR,
3. IF YOU HAVE A COURT ORDER DEFERRING SERVICE COSTS: CONTACT THE ARIZONA BUSINESS GAZETTE (271-7300). Ask the Clerk where to find the DROP BOX, then drop a copy of the attached letter, the documents you filed with the Clerk, and the Certified Order Deferring Publication Fees in the drop box.

Notice: There is a filing fee for all Petitions and there are Service Fees. You may request a Deferral of the filing fees (and the Sheriff's Service Fees if you intend to use the Sheriff's Office for service) or publication fees at the time you file your papers with the Clerk of the Court.

STEP 2: WAIT. Wait for the newspaper to send you the original of the document called **AFFIDAVIT OF SERVICE**.

STEP 3: COMPLETE YOUR PAPERWORK:

- A. Fill out the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION** document which is attached.
- B. **ATTACH** a copy of the published notice from the newspaper(s).
- C. **KEEP A COPY** for yourself of the **AFFIDAVIT SHOWING CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**.

STEP 4: FILE THE COURT PAPERS:

- A. File the original of the **AFFIDAVIT OF CIRCUMSTANCES WHY SERVICE BY PUBLICATION WAS USED AND ABOUT THE PUBLICATION**, and a copy of the publication, and;
- B. File the original **AFFIDAVIT OF SERVICE** you received from the newspaper(s).

STEP 5: GO: GO TO YOUR COURT HEARING. Bring a copy of the Petition, Notice of Hearing, Affidavit Showing Why Publication was Used, and Affidavit of Service with you to the hearing.

DO NOT BRING CHILDREN TO COURT.

Print Name

Print Address

_____, 19____
Date

Name of Newspaper

Address

To Whom It May Concern:

I need to publish notice in the newspaper about the following matter: Court Case No. _____

Enclosed is a copy of the Petition for Dependency and Notice of Hearing stamped by the Clerk of Court.

Please publish a Notice in your newspaper about this court case one (1) time, at least five (5) days before the hearing. Also enclosed is (check one box):

- ☐ a check or money order in the amount of \$ _____ for the cost of the publication as requested.
☐ a certified copy of the Order from the court waiving the publication costs.

When you receive this letter, please call me at (602) _____ to tell me when publication will occur. When publication has been completed, please send to me the original and one copy of an Affidavit of Publication.

Thank you for your help in this matter.

Yours truly,

Sign your name

Enclosures:

- ☐ Court documents AND
☐ Check or Money Order OR
☐ Certified copy of Court Order of Deferral of Publication Fees

Name of Person Filing Document:

Your Address:

Your City, State, Zip Code:

Your Telephone Number:

Attorney Bar Number (if applicable):

Representing ☐ **Self** or ☐ **Attorney for** _____

**SUPERIOR COURT OF ARIZONA
MARICOPA COUNTY**

IN THE MATTER OF:

Case Number: _____

(Names of Child(ren))

**AFFIDAVIT SHOWING CIRCUMSTANCES
WHY SERVICE BY PUBLICATION WAS
USED AND ABOUT THE PUBLICATION
(AFFIDAVIT OF PUBLICATION ATTACHED)**

1. I make this Affidavit to tell the Court why service by publication was used, and to show how service by publication was done. I have read this document and know of my own knowledge that the facts stated are true and correct.
2. Pursuant to Arizona Rules of Civil Procedure, Rules 4.1(e) and 4.2(e), service by publication is the best way to notify the other party of this court case because the the other party is:

☐ Avoiding service of process. I have mailed, postage prepaid, a copy of the following legal documents: _____

_____ to the last known address of the other party on or before the first date of Publication, OR

☐ The other party's residence is unknown. I have not mailed copies of the proceedings to the other party.

3. The residence and whereabouts of the other party's is unknown to me, even though I have made a diligent search to find out. My search failed to reveal any information that might lead to knowledge about the other party's residence or whereabouts. A search was made of the following records: (Be specific.)

☐ Telephone Directory/Directory Assistance. State the cities you called and the numbers you called. _____

☐ Last Known Employer: State who you talked with and when:

☐ Relative or Friend of Other Party (State who you contacted, his or her relationship to the other party, how you contacted him or her (in person, by telephone, by letter):

☐ Other things you did:

4. To the best of my knowledge, information, and belief, the other party is not in the military service of the United States.

5. The following document(s) _____ was/were published in a newspaper in the county, where my case is pending on the following date: _____
_____/_____/_____

6. A copy of the notice as published and the Affidavit of Publication is attached.

Your Signature

SUBSCRIBED AND SWORN to before me this date _____, by _____

(Month, Day, Year)

My Commission Expires _____
Notary Public

INSTRUCTIONS: ATTACH the original of the Affidavit of Publication from the Newspaper(s) to this page.